



**California Department of Food and Agriculture  
Fertilizer Research and Education Program**

**2006 REQUEST FOR PROPOSALS**

**I. INTRODUCTION**

The Fertilizer Research and Education Program (FREPP) provides funding for research, demonstration, and education projects that advance the environmentally safe and agronomical sound use and handling of fertilizing materials.

**II. FUNDING AMOUNTS**

Maximum funding limit of \$50,000 per year, up to three years.

**III. PREPARING YOUR PROPOSAL**

Proposals must include the Sections A-G as described below.

**A. Cover page**

1. Project Leader(s)
  - a. Identify project leaders.
  - b. Specify project leader's affiliation, mailing address, telephone and FAX numbers, and e-mail address, if available.
  - c. Include a two-page resume for each project leader.
2. Cooperator(s)
  - a. Provide cooperator's name, affiliation, mailing address, telephone number, FAX number, and email address, if available.
  - b. Include a letter from each cooperator describing their role in the project, estimated time commitment, and statement of agreement to participate in the project. (Copies of faxed letters are acceptable if attached to the proposal at submission time.) Do not include a cooperator's name on the proposal unless a support letter is included.
3. Supporter(s)
  - a. Specify organizations and/or individuals that support the ideas and objectives of the project but are not providing funding.
  - b. Explain the rationale for the support.
  - c. Do not include a supporter's name on the cover page unless the support letter is included with the proposal at the time of submission.
4. CDFA Funding Request Amount/Other Funding
  - a. Provide funding request (\$\$) figure from CDFA for each year of the project.
  - b. Provide funding (\$\$) amount committed to project from extra-mural or in-kind sources.
  - c. Specify organizations that have committed funding to this project including funding amounts, contact names, addresses, and telephone numbers.

**B. Executive Summary** (not to exceed one page)

1. Problem
  - a. Define simply and concisely the problem to be addressed.
2. Project objectives, approach and evaluation
  - a. State specific project objectives
  - b. Describe the approach to be used
  - c. Identify the criteria to evaluate the project success.
3. Audience
  - a. Specify those who will use and benefit from the project findings or products.

**C. Justification**

1. Problem
  - a. Specify the problem to be addressed by the project and describe its extent, severity, and magnitude. What will the impact of this project be on a statewide level?
2. CDFA/FREP goals
  - a. Explain the linkage to CDFA/FREP program goals or other areas and disciplines.
3. Impact
  - a. Explain agronomic, economic, environmental or other implications on a local, regional, or statewide basis.
4. Long-term solutions
  - a. Indicate the project's potential for measurable progress toward long-term solution(s) to the specific problem(s) addressed in the proposal.
5. Related research
  - a. Describe previously conducted related research and/or education efforts.
6. Contribution to knowledge base
  - a. Explain the project's contribution to current knowledge.
  - b. Specify new information or product to be generated by project.
7. Grower use
  - a. Discuss incentives for growers to adopt proposed practices.

**D. Objectives**

1. Provide a clear, concise, and complete statement of each specific research and/or educational objective(s), including outreach.

**E. Workplans and Methods** – (For multi-year projects, include a workplan for each year.)

1. Workplan
  - a. Organize the work plan into project tasks and subtasks, which are units of work designed to achieve the specific project objectives.
  - b. Each task should be numerically identified with a descriptive title, and should include a description of the activities and methods.
  - c. Describe interim and final task products and completion dates or milestones.
2. Methods
  - a. Explain the methods to be employed, indicating data to be gathered, parameters to be measured, and methods of analysis to be used, including sampling scheme and experimental design, if applicable.
3. Experimental site
  - a. Provide a graphical description of experimental site, if applicable.

**F. Project Management, Evaluation, and Outreach**

1. Management
  - a. Describe the role of project leaders and cooperators.
  - b. Briefly explain how the various participants' work will be coordinated.
2. Evaluation
  - a. For primarily research-oriented projects, provide a method for assessing the progress and success of the project, including cost/benefit analysis of adoption of new technologies, as well as barriers to adoption, where applicable.

- b. For applicable education projects, define and provide a means to analyze success of project activities beyond counting the number of participants in educational activities. Provide specific plans for the evaluation.
3. Outreach
  - a. FREP project proposals must include an outreach component. Research-type projects must complete at least three outreach activities per year to fulfill this requirement. Outreach activities may include grower field days, meetings, and trade journal articles. Educational projects may be exempt from this outreach policy.
  - b. Specify outreach activities, events and/or approximate dates when they will occur. If outreach activities cannot be detailed upon submission of the proposal, the project leader must notify FREP staff of the planned outreach activities prior to submission of the signed contract for funding.

The following are acceptable for outreach activities:

- Special grower meetings where the project leader or cooperator has a significant planning role and participation.
- Presentations designed specifically for Pesticide Control Applicators (PCAs), California Certified Crop Advisors (CaCCAs), field persons, or agricultural production consulting personnel.
- Articles in trade publications and popular agricultural media.
- Peer-reviewed scientific journal articles.
- Other outreach activities as approved by FREP staff.

The following are **not** acceptable for outreach activities/products:

- Presentations to academic audiences.
- Presentations required by other funding agencies.

Project leader(s)/cooperator(s) or his/her designee may be expected to conduct grower field days, or other outreach activities at the request of the FREP staff. If such an activity is carried out, it will be credited towards fulfilling the outreach requirements of the contract.

Project leader(s)/cooperator(s) or his/her designee will be required to present the project's progress and/or results/findings at a minimum of one annual FREP conference.

FREP staff can provide limited assistance in planning and executing outreach activities if afforded adequate advance notice. Project leaders are encouraged to seek such assistance, if needed.

## **G. Budget Itemization**

1. Budget table
  - a. Prepare a budget table for each calendar year of the project, using the attached Budget Sheet.
  - b. Show amounts requested from CDFA and amount(s) provided by other organizations.
  - c. Specify the source of other funding, including the name of the organization(s) and amount(s).
2. Multi-year projects
  - a. For multiple-year projects, include a budget page for each year of the project. Do not include under "Other" unless you can provide documentation at the time of proposal submission.
  - b. For University of California and other public agencies and universities, specify if other funds come from existing staff salary, are extra-mural, or are in-kind. If funds are from staff salary, specify the amount on a percentage of Full Time Equivalent-basis.
3. Assume start date of January 2007, and include:
  - a. Personnel
    - Provide classification level, hourly wages, employment period, and name of individual to be hired, if available.
  - b. Travel
    - CDFA will reimburse travel expenses at the rates specified by the California Department of Personnel Administration. Only travel expenses to and from the project site(s) or to conduct outreach activities within California will be covered. Itemize the number of trips, estimated mileage, destination(s), and identify who will be traveling.

- c. Equipment
  - Equipment purchases must be specified and justified. During the contract period, titles to equipment purchased with CDFA funds will vest with the State. CDFA will only authorize expenditure for equipment (equipment with a life expectancy greater than one year or with a value greater than \$500) on a pro-rated basis. After the contract period, the state may transfer ownership or allow the contractor to purchase such equipment. The contractor must maintain inventory records for such equipment.
- d. Publications
  - Costs for publications in scientific journals will not be covered.
- e. Subcontracting
  - The contractor must identify in the proposal any and all work or services to be subcontracted. Subcontracting will only be allowed with the expressed written permission of the state.
- f. Overhead Policy
  - The University of California has authorized an exemption for indirect costs (overhead) in its support of projects funded under FREP.

#### IV. PROPOSAL REVIEW AND EVALUATION

The California Department of Food and Agriculture (CDFA) may reject any proposal if it is conditional, incomplete or contains irregularities. CDFA may waive an immaterial deviation in the proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposal documents or excuse the proponent from full compliance with the contract requirements, if the proponent is awarded the contract.

The Fertilizer Inspection Advisory Board/Technical Advisory Subcommittee (FIAB/TASC) will evaluate those proposals that meet the proposal requirements based on the criteria provided in the evaluation form. Authority for final funding approval lies with the Secretary of the California Department of Food and Agriculture.

Proposals will be circulated to peer reviewers with relevant expertise. Reviewers will be asked to evaluate the project using the peer evaluation form found at the end of this packet. Peer reviewers' comments will be provided to the FIAB/TASC to assist them in their review. A final score will be developed by the FIAB/TASC using the Proposal Evaluation Form. The criteria on which the proposal will be evaluated includes: Professional Qualifications/ Scientific Merit (20 points), Feasibility and Impact (30 points), Quality of Proposal (20 points), Fiscal Merit (30 points).

#### V. TIMELINE AND ADDRESS FOR PROPOSAL SUBMISSION

The schedule of activities related to this Request for Proposals is as follows:

<u>ACTIVITY</u>	<u>DATE</u>
<b>Proposal Submittal Deadline</b>	<b>July 10, 2006</b>
Award Notification	October 2006
Contract Period	January 2007, for a period of one to three years

Submit an electronic form of your proposal to:

**Kelsey Olson**  
**Fertilizer Research and Education Program**  
**California Department of Food and Agriculture**  
**1220 "N" Street**  
**Sacramento, CA 95814-5607**  
[kolson@cdfa.ca.gov](mailto:kolson@cdfa.ca.gov)

Proposals submitted via fax will **not** be accepted. **Incomplete or late proposals will be returned and eliminated from further consideration.**

## **VI. IF YOUR PROJECT IS SELECTED FOR FUNDING**

If your project is selected for funding, you will receive notification from CDFA. Work on the project cannot begin until a contract is in place. Brief interim and annual reports will be required to assess project accomplishments, problems, and plans for the next work period. Contracts will contain specific reporting guidelines. Payments are subject to acceptance of reports.

**If you have questions about preparing your proposal, please contact FREP staff at (916) 445-0444.**



**California Department of Food and Agriculture  
Fertilizer Research and Education Program**

**2006 PROJECT REQUIREMENTS**

**REPORTS**

Project reports provide a basis for conveying and evaluating a project's progress. Project leaders communicate with Fertilizer Research and Education Program (FREP) staff regularly to report project progress, difficulties, and plans for the next work period, and obtain approval for changes from the agreed upon workplan. All reimbursement will be contingent upon acceptance of reports and invoices.

If the project leader is unable to submit a report by the time stipulated in the contract, he/she is expected to notify FREP staff in writing six (6) weeks before the due date.

New to 2006 reporting requirements is the addition of a PowerPoint presentation that highlights research findings and implications, and is to be included with submission of the final report. The purpose is to have the presentation available for distribution throughout the industry and for posting on the FREP website to extend the outreach possibilities and, therefore, benefit California farmers.

There are **five** types of reports:

**1. INTERIM REPORTS**

An interim report should not exceed three pages of text (excluding charts and tables). Provide a brief narrative regarding project activities and completed tasks using the task and subtask numbers as they appear in the workplan. Include the name(s), address(es), and phone number(s) of project leader(s), plus project title, and CDFA contract number. Specify the period covered by the interim report.

**2. ORAL PROGRESS REPORTS**

FREP staff may request project leader(s) or his/her designee to make oral progress reports, in addition to the written reports specified in the contract.

**3. INTERPRETIVE SUMMARY**

The interpretive summary will be used for outreach purposes and will be included in the annual FREP conference proceedings. It should not exceed three pages (excluding tables and graphs); be written for a lay audience; and include project objectives and summarized results and conclusions. A disk and hard copy of the summary is due as requested by FREP staff.

**4. ANNUAL REPORTS**

Annual reports are due at the time specified in the contract and should summarize the data results and discussions from the specified year of the project. Project leaders are required to submit an example of each product resulting from their project. **The following should be included in all annual reports:**

a. Project Information

Include project title, CDFA contract number, project leader(s) and cooperator(s) names, affiliation, address(es) and phone number(s).

- b. **Statement of Objective**  
Briefly specify the problem being addressed by the project. The project objective(s) should be restated and consistent with the objective(s) of the original proposal, unless CDFA has approved changes to the objectives.
- c. **Abstract**  
State the problem. Summarize the approach used in experiments or projects. Summarize key findings. State the impact of the findings. Write in lay terms, as the abstract may be on the FREP website.  
(Sections A, B, and C combined should not exceed two pages.)
- d. **Introduction**  
Provide introductory paragraphs that supply sufficient background and context to allow the reader to understand and evaluate the results of the present study. Briefly describe previous concepts and research. State the problem that justifies undertaking the project. Briefly describe the general approach and objectives, including the means by which the question was examined, especially if using new methodology.
- e. **Work Description**  
Briefly describe the project activities identified by task and subtask numbers as they appear in your contract. Include a descriptive title of each task.
- f. **Results, Discussion, and Conclusions**  
Summarize project activities, methods, and materials in sufficient detail to provide a good understanding of how each task was conducted. Final reports of multi-year projects must include data (summarized, not raw) from each year of the project so that the report stands as one complete document.
- g. **Results**  
Use tables, graphs, and other illustrations in the “Results” section to provide a clear understanding of representative data obtained from the experiments. Emphasize significant findings.
- h. **Discussion/Conclusion**
  - Use this section to interpret your results. Give particular attention to the objectives. Were the objectives met?
  - Explain the principles, relationships, and generalizations supported by the results.
  - Address any exceptions or lack of correlation that qualify the findings or difficulties that point to areas for further investigation.
  - Explain how the results relate to previous findings.
  - Present your conclusions as supported by a summary of the evidence.
- i. **Project Evaluation**  
When applicable, a cost/benefit analysis of adoption of the new technology, barriers to adoption, and evaluation of the effectiveness of selected outreach/information dissemination activities should be included in this section.
- j. **Outreach Activities Summary**  
Project leaders should provide documentation of outreach activities in the reports submitted to FREP. The report should include:
  - Date
  - Place
  - Name of event
  - Presentation title
  - Number of participants
  - Type of audience
  - Supporting documentation (i.e. flyers, program, etc.)
  - Short evaluation of the overall effectiveness or impact of the outreach event

## **5. FINAL REPORTS**

- a. Final reports are written in the same format as an annual report, but must also include summarized data, results, and discussion from **all** years of the project, in order to form a comprehensive document.
- b. In addition to the written final report, the project leader must provide a PowerPoint presentation to extend research findings to the public. The presentation should include:
  - Introduction

- Justification
- Objectives
- Methods
- Summarized data
- Results
- Conclusions/discussion
- Practical recommendations
- Notes

**Note:**

- Annual reports are also final reports for one-year projects.
- An electronic version of the written report and PowerPoint presentation should be sent to the CDFA/FREP program coordinator by e-mail, or delivered on disk or CD.

## **ACKNOWLEDGMENTS**

*Recipients of FREP funds should acknowledge the support in all publications, articles, field days, conferences, public presentations, audio-visuals, and other products resulting from this project. Acknowledgement can be orally or by including the following text in a prominent position in project products:*

**This project, [name product or publication] was funded (in part) by a grant from the California Department of Food and Agriculture's Fertilizer Research and Education Program (FREP) and the Fertilizer Inspection Advisory Board. FREP provides funding to conduct research and education projects to advance the environmentally safe and agronomical sound use and handling of fertilizing materials.**

*Project leader(s) may be required to provide and maintain, within the project area, a sign of durable construction briefly describing the project and acknowledging the Department's and FREP's participation in the development of the project.*

## **INVOICES AND PAYMENTS**

Invoices should be sent in arrears to:

**California Department of Food and Agriculture  
Fertilizer Research and Education Program-FFLDRS  
1220 "N" Street  
Sacramento, CA 95814**

Additionally:

- Invoices should be submitted on the contractor's invoice form and include the CDFA contract number and the period covered.
- Invoices must be co-signed by the contractor's principal contact person for CDFA.
- Final invoices should be submitted within 90 days of termination of the agreement.
- When more time is required, it is imperative to lengthen the agreement by requesting a no-cost extension from FREP staff at least three months before the contract expires.
- CDFA cannot reimburse the project leader for work performed before the start date of the contract or for work performed after the expiration date on the contract or extension.